

INTERNAL SERVICE FUNDS

This section contains the adopted budgets for the City's seven Internal Services Funds which are administered by various departments. These funds are used to accumulate money to ensure adequate maintenance and replacement of a variety of durable capital goods, or to provide various internal services to other departments.

The funds in this section include:

General Liability Insurance Fund	Fund 530
Workers Compensation Insurance Fund	Fund 531
Vehicle Equipment Replacement Fund	Fund 532
Office Equipment Maintenance Fund	Fund 533
Municipal Building Replacement Fund	Fund 534
Communications Replacement Fund	Fund 535
Computer Equipment Replacement Fund	Fund 537

General Liability Insurance Fund

530MS04A

This Fund provides for a centralized funding mechanism which protects the City's assets through a comprehensive Risk Management Program. The total cost of the Fund is charged to the departments through their 62220 line-item charges. The General Liability Insurance Fund is comprised of four programs: Liability Premiums, Liability Claims, Property Premiums, and Other Premiums. Liability Premiums include premiums and broker services, and Liability Claims provides claims and claims investigation. Also included in this Fund are Property Premiums, which includes property appraisal fees, premiums for property, and boilers and machinery; and Other Premiums, such as volunteers, faithful performance, helicopter coverage, and DeBell Golf Course liability coverage. The Management Services Department, Risk Management Division, administers the General Liability Insurance Fund.

FUND SUMMARY

	EXPENDITURES 2007-08	BUDGET 2008-09	BUDGET 2009-10	CHANGE FROM PRIOR YEAR
Materials, Supplies, Services	\$ 2,353,741	\$ 4,936,712	\$ 5,053,326	\$ 116,614
TOTAL	<u>\$ 2,353,741</u>	<u>\$ 4,936,712</u>	<u>\$ 5,053,326</u>	<u>\$ 116,614</u>

	EXPENDITURES FY 2007-08	BUDGET FY 2008-09	BUDGET FY 2009-10	CHANGE FROM PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES				
62055 Outside Legal Services		\$ 80,000	\$ 80,000	
62070 Litigation - City Attorney	356,222	476,100	476,100	
62070.1000 Litigation - Plaintiff		15,000	15,000	
62070.1001 Litigation - Civil Service		40,000	40,000	
62085 Other Professional Services	35,713	83,600	83,600	
62200 Background Checks	9,064			
62220 Insurance	1,020,261	1,448,628	1,448,628	
62220.1000 Accid. Death & Dismemberment		100,000	100,000	
62220.1001 Earthquake		500,000	500,000	
62220.1005 Special Events	2,109	3,000	3,000	
62235 Services of Other Dept - Indirect	387,226	396,104	508,725	112,621
62240 Services of Other Dept - Direct	232,251	243,030	247,023	3,993
62655.1000 Burbank on Parade		5,000	5,000	
62870 Uninsured Losses		10,000	10,000	
62875 Judgements - Uninsured Losses	310,895	1,536,250	1,536,250	
	<u>2,353,741</u>	<u>4,936,712</u>	<u>5,053,326</u>	<u>116,614</u>
PROGRAM TOTAL	<u>\$ 2,353,741</u>	<u>\$ 4,936,712</u>	<u>\$ 5,053,326</u>	<u>\$ 116,614</u>

Workers' Compensation Fund

531MS04A

This Fund provides for the City's Workers' Compensation Program in an effort to help reduce costs and better serve City employees. Each department contributes to this Fund through the applicable expenditure accounts. The Management Services Department, Risk Management Division, administers this Fund.

FUND SUMMARY

	EXPENDITURES 2007-08	BUDGET 2008-09	BUDGET 2009-10	CHANGE FROM PRIOR YEAR
Materials, Supplies, Services	\$ 4,546,114	\$ 8,157,838	\$ 8,234,001	\$ 76,163
TOTAL	<u>\$ 4,546,114</u>	<u>\$ 8,157,838</u>	<u>\$ 8,234,001</u>	<u>\$ 76,163</u>

Administration

This program provides for the administration of the City's Workers' Compensation program.

	EXPENDITURES FY 2007-08	BUDGET FY 2008-09	BUDGET FY 2009-10	CHANGE FROM PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES				
62085 Other Professional Services	\$ 29,973	\$ 47,267	\$ 47,267	
62125 Medical Services	12,011	20,000	20,000	
62235 Services of Other Dept - Indirect	369,267	242,334	325,618	83,284
62240 Services of Other Dept - Direct	594,915	601,630	594,509	(7,121)
62316 Software and hardware		25,000	25,000	
	<u>1,006,166</u>	<u>936,231</u>	<u>1,012,394</u>	<u>76,163</u>
PROGRAM TOTAL	<u>\$ 1,006,166</u>	<u>\$ 936,231</u>	<u>\$ 1,012,394</u>	<u>\$ 76,163</u>

Workers' Compensation Fund Re-Insurance Program

This program provides for the City's Workers' Compensation self insurance premium for protection against catastrophic Workers' Compensation claims. The City currently purchases excess Workers' Compensation coverage through a Joint Power Authority (JPA) composed of over 800 cities, school districts, counties, and water districts.

	EXPENDITURES FY 2007-08	BUDGET FY 2008-09	BUDGET FY 2009-10	CHANGE FROM PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES				
62220 Insurance	\$ (1,959,019)	\$ 460,230	\$ 189,000	\$ (271,230)
62220.1004 State Self-Insurance Fee		113,560	100,000	(13,560)
	(1,959,019)	573,790	289,000	(284,790)
PROGRAM TOTAL	\$ (1,959,019)	\$ 573,790	\$ 289,000	\$ (284,790)

Claims Reserve Program

This program largely provides for Workers Compensation claims incurred by City employees.

BUDGET HIGHLIGHTS

The Workers Compensation Claim Reserves account pays short and long-term expenses which may exceed parameters of a single fiscal year. Any unused balance is placed in reserve to cover unanticipated claim costs and the balance of unpaid claims.

The Disability Reimbursement account was established to reimburse individual departments for advances made to the Workers' Compensation Program for temporary disability payments made as part of salary continuance. Refunds are determined by analysis of actual claims from each department.

	EXPENDITURES FY 2007-08	BUDGET FY 2008-09	BUDGET FY 2009-10	CHANGE FROM PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES				
62880 Work Comp Ins Claim Reserve	\$ 4,529,450	\$ 5,208,867	\$ 5,400,000	\$ 191,133
62885 Work Comp Stat Reim (TDISA)	897,041	1,348,950	1,442,607	93,657
62890 Unemployment Insurance	72,476	90,000	90,000	
	5,498,967	6,647,817	6,932,607	284,790
PROGRAM TOTAL	\$ 5,498,967	\$ 6,647,817	\$ 6,932,607	\$ 284,790

Vehicle Equipment Replacement Fund

This Fund provides for the orderly replacement and maintenance of general government vehicular equipment.

FUND SUMMARY

	EXPENDITURES 2007-08	BUDGET 2008-09	BUDGET 2009-10	CHANGE FROM PRIOR YEAR
Staff Years	19,500	19,500	18,500	(1,000)
Salaries & Benefits	\$ 1,829,159	\$ 1,828,877	\$ 1,801,479	\$ (27,398)
Materials, Supplies, Services	6,355,532	6,379,941	6,125,839	(254,102)
Capital Outlay		2,534,343	2,168,100	(366,243)
Capital Improvements	24,596	200,000	300,000	100,000
TOTAL	<u>\$ 8,209,287</u>	<u>\$ 10,943,161</u>	<u>\$10,395,418</u>	<u>\$ (547,743)</u>

Fleet Program 532PW31A/PW33A/PW34A

The fleet program is responsible for the replacement, repair, and maintenance of all general City motorized equipment. This includes equipment ranging from chain saws up to fire engines and landfill bulldozers and everything in between. The Capital Outlay – Vehicles account reflects the cumulative dollars identified for vehicle replacement in FY 2009-10.

	EXPENDITURES FY 2007-08	BUDGET FY 2008-09	BUDGET FY 2009-10	CHANGE FROM PRIOR YEAR
STAFF YEARS	19,500	19,500	18,500	(1,000)
SALARIES & BENEFITS				
60001 Salaries & Wages	\$ 1,166,373	\$ 1,200,469	\$ 1,171,164	\$ (29,305)
60006 Overtime	14,786	7,322	7,322	
60012 Fringe Benefits	639,130	621,086	622,993	1,907
60015 Wellness Program	495			
60023 Uniform & Tool Allowance	7,017			
60031 Payroll Adjustment	1,358			
	<u>1,829,159</u>	<u>1,828,877</u>	<u>1,801,479</u>	<u>(27,398)</u>
MATERIALS, SUPPLIES, SERVICES				
62000 Utilities	\$ 114,622	\$ 100,000	\$ 60,400	\$ (39,600)
62170 Private Contractual Services	83,388	140,000	140,000	
62220 Insurance	73,017	73,017	81,639	8,622
62225 Custodial Services	79			
62240 Services of Other Dept - Direct	20,565	21,785	139,275	117,490
62260 Services of PW Mgmt	118,295	118,295	10,872	(107,423)
62300 Special Departmental Supplies	12,043	10,872	10,872	
62405 Uniform & Tool Allowance	5,776	8,070	8,070	
62420 Books & Periodicals	374	324	324	
62430 Auto Equip Maint & Repairs	1,653,242	1,700,000	1,700,000	
62435 General Equip Maint & Repairs		5,509	5,509	
62440 Office Equip Maint & Repairs		152	152	
62450 Build Grounds Maint & Repairs	194	2,070	2,070	
62455 Equipment Rentals		60,000	60,000	
62470 F533 Office Equipment Rental	794			

Vehicle Equipment Replacement Fund

Fleet Program

532PW34A (Cont.)

		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2007-08	FY 2008-09	FY 2009-10	PRIOR YEAR
62475	F532 Vehicle Equipment Rental	\$ 303,959	\$ 386,483	\$ 242,025	\$ (144,458)
62485	F535 Comm Equip Rental	11,836	12,380	10,583	(1,797)
62496	F537 Computer Equip Rental	7,367	15,952	28,657	12,705
62700	Memberships & Dues	150	276	276	
62755	Training	10,412	28,000	28,000	
62780	Fuel - Oil	1,502,081	1,580,000	1,580,000	
62875	Judgments - Uninsured Losses	71,820	100,000	100,000	
62895	Miscellaneous	100	100	100	
63010	Depreciation - Infrastructure	43,710	26,722	69,286	42,564
63015	Depreciation - Mach & Equip	204,916	144,814	33,561	(111,253)
63035	Depreciation - Vehicles	2,111,370	1,841,687	1,810,735	(30,952)
63047	Depreciation - Telephones	5,412			
63131.1002	Overhead Recovery	(4,278)			
63310	Inventory Overhead	4,288	3,433	3,433	
		6,355,532	6,379,941	6,125,839	(254,102)
CAPITAL OUTLAY					
15101	Vehicles - Clearing		\$ 2,534,343	\$ 2,168,100	\$ (366,243)
			2,534,343	2,168,100	(366,243)
CAPITAL IMPROVEMENTS					
15032.16661	Fuel Management System	\$ 24,596			
15042.18410	Rpr/Repl Flare at City Yard		200,000		(200,000)
15042.19025	Citywide Emerg Generator Replcmt			300,000	300,000
		24,596	200,000	300,000	100,000
PROGRAM TOTAL		\$ 8,209,287	\$10,943,161	\$10,395,418	\$ (547,743)

Office Equipment Replacement Fund

533ND000

This Fund provides for the orderly replacement and maintenance of office equipment such as furniture, tools, and machines. These activities are coordinated through the Financial Services Department's Budget Division.

BUDGET HIGHLIGHTS

The Capital Outlay-Holding account provides for scheduled replacement of all office equipment that is at the end of its useful life, pending staff review. During the year, funds from this account are released into a designated account to replace assets. The Non-Capitalized Assets account was set up in FY 2003-04 to serve as a yearly office equipment "allowance" for City Departments. A department may use this account to purchase items costing less than \$5,000.

FUND SUMMARY

	EXPENDITURES 2007-08	BUDGET 2008-09	BUDGET 2009-10	CHANGE FROM PRIOR YEAR
Materials, Supplies, Services	\$ 331,266	\$ 365,756	\$ 365,286	\$ (470)
Capital Outlay		23,590	40,580	16,990
Contributions To Other Funds	290,415	78,004		(78,004)
TOTAL	\$ 621,681	\$ 467,350	\$ 405,866	\$ (61,484)

	EXPENDITURES FY 2007-08	BUDGET FY 2008-09	BUDGET FY 2009-10	CHANGE FROM PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES				
62316 Software & Hardware	\$ 1,851			
62440 Office Equip Maint & Repairs		15,000	15,000	
63015 Depreciation - Machinery & Equip	223,054	202,100	192,049	(10,051)
63025 Depreciation - Ot	1,356			
63030 Depreciation - Furniture	483			
63045 Depreciation - Other	13,791		9,581	9,581
63047 Depreciation - Telephones	782			
63050 Non-Capitalized Assets	89,949	148,656	148,656	
	331,266	365,756	365,286	(470)
CAPITAL OUTLAY				
70020 Holding - Capital		\$ 23,590	\$ 40,580	\$ 16,990
		23,590	40,580	16,990
CONTRIBUTIONS TO OTHER FUNDS				
85101.0532 Contribution to Fund 532	\$ 8,193			
85101.0537 Contribution to Fund 537	282,222	78,004		(78,004)
	290,415	78,004		(78,004)
PROGRAM TOTAL	\$ 621,681	\$ 467,350	\$ 405,866	\$ (61,484)

Municipal Building Maintenance Fund

This Fund provides for the maintenance of general government buildings. The Public Works Department administers this Fund and Park, Recreation and Community Services handles a portion of funds specifically designated for park facilities projects. Fund 534's funding comes from five percent of the City's Sales Tax revenues.

FUND SUMMARY

	EXPENDITURES 2007-08	BUDGET 2008-09	BUDGET 2009-10	CHANGE FROM PRIOR YEAR
Staff Years	1,000	1,000	1,000	
Salaries & Benefits	\$ 6,080	\$ 58,910	\$ 64,930	\$ 6,020
Materials, Supplies, Services	1,863,523	1,693,209	1,738,992	45,783
Capital Improvements	1,030,944	1,748,862	2,045,862	297,000
Contributions to Other Funds	20,920			
TOTAL	\$ 2,921,467	\$ 3,500,981	\$ 3,849,784	\$ 348,803

Park Facilities Maintenance Program

534PR21A

Park, Recreation and Community Services receives a set portion of funds from the allocation to fund 534 to be used towards maintenance of park facilities. Each year, staff evaluates needs and may allocate toward specific projects as designated in the Capital Improvements section. Specific details on each of the identified projects may be found within the Capital Improvement Program (CIP) budget.

	EXPENDITURES FY 2007-08	BUDGET FY 2008-09	BUDGET FY 2009-10	CHANGE FROM PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES				
62170 Private Contractual Services	\$ 77,707	\$ 50,000	\$ 50,000	
62450 Build Grounds Maint & Repairs	109,918	75,000	75,000	
63000 Depreciation - Land Imprvmnts		5,288	3,974	(1,314)
63005 Depreciation - Buildings		7,936	7,513	(423)
63010 Depreciation - Infrastructure		19,005	22,169	3,164
63015 Depreciation - Mach & Equip		3,900	5,384	1,484
63045 Depreciation - Other Non-Utility		2,632	2,362	(270)
	187,625	163,761	166,402	2,641
CAPITAL IMPROVEMENTS				
15032.14329 Beldaire Ballfield Entrance	\$ 98,105			
15032.14331 Stough Park Restrooms	20,360			
15032.15166 Playground-Izay Park	170,533			
15032.17622 Irrigation Repairs/Improvements	46,039	50,000	50,000	
15032.18456 Santa Anita Playlot		175,000		(175,000)
15032.18457 Resurface Gym Floors		13,000		(13,000)
15032.19053 McCambridge Park Play Equip			225,000	225,000
15032.19055 Mountain View Park Restroom			150,000	150,000
	335,037	238,000	425,000	187,000
PROGRAM TOTAL	\$ 522,662	\$ 401,761	\$ 591,402	\$ 189,641

Municipal Building Maintenance Fund

534PW33A

Public Works' Fleet and Building Maintenance Division oversees a variety of projects related to the improvement of existing municipal facilities. The Private Contractual Repairs account is used to fund building core systems maintenance & repair contracts.

	EXPENDITURES FY 2007-08	BUDGET FY 2008-09	BUDGET FY 2009-10	CHANGE FROM PRIOR YEAR
STAFF YEARS	1.000	1.000	1.000	
SALARIES & BENEFITS				
60001 Salaries & Wages		\$ 35,310	\$ 38,392	\$ 3,082
60012 Fringe Benefits	6,080	23,600	26,538	2,938
	6,080	58,910	64,930	6,020
MATERIALS, SUPPLIES, SERVICES				
62000 Utilities		\$ 230,000	\$ 230,000	
62170 Private Contractual Services	955,842	850,000	850,000	
62170.16665 Misc Paint/Repairs Various Bldg	51,321	73,000	73,000	
62170.17420 Pop Up Projects	40,228	107,000	107,000	
62170.17476 Corporate Yard Master Plan	99,951			
62300 Special Departmental Supplies	224			
63000 Depreciation - Land	8,079	5,813	9,698	3,885
63005 Depreciation - Buildings	192,025	146,452	168,256	21,804
63010 Depreciation - Infrastructure	56,990	29,258	52,016	22,758
63011 Depreciation - Road & Street	1,558	1,558	1,558	
63014 Depreciation - Parks & Street	250	250	250	
63015 Depreciation - Mach & Equip	45,231	34,232	26,295	(7,937)
63040 Depreciation - Computers	51,885	51,885	51,885	
63045 Depreciation - Other	2,632		2,632	2,632
67550 Rent	169,682			
	1,675,898	1,529,448	1,572,590	43,142
CAPITAL IMPROVEMENTS				
15022.15704 Waterproof NW Library & ASB	\$ 3,979			
15022.16645 Colony Theatre Paint/Lights Ext	30,960			
15022.18417 HVAC Repair/Replcmnt Various		400,000		(400,000)
15022.18418 Air Sppt Septic Sys Replcmnt		60,000		(60,000)
15022.18419 Rpr/Rplc Frnt Drs at BV Library		15,000		(15,000)
15022.18420 Covered Prkg for Command Post Unit		30,000		(30,000)
15022.18421 Fire Station 16 Apparatus Bay Doors			175,000	175,000
15022.18422 Olive Rec Cntr Dance Floor		35,000		(35,000)
15022.18423 HVAC Repair/Replcmnt Police/Fire		450,000	50,000	(400,000)
15022.19019 HVAC Repair/Replcmnt City Fac			900,000	900,000
15022.19023 Rehab Refuse Locker Rm Showers			45,000	45,000
15022.19024 Verdugo Lower Bldg Patio Cover & Drain			25,000	25,000
15022.19036 Replace Animal Shelter Flooring			15,000	15,000
15022.19037 Replace Patio Drain at BV Library			20,000	20,000
15032.12986 Citywide Seismic Retrofit Design		390,862	390,862	
15032.13714 Equipment Shop Modifications	(13,032)			
15032.16501 City Hall Emergency Generator	7,512			
15032.16644 Air Duct Cleaning	599			
15032.17475 ASB HVAC Modification	39,400			
15032.17551 City Facilities Roof Repairs	13,121			
15032.18416 Roof Repairs Various City Facilities		130,000		(130,000)
15042 Machinery & Equipment	170			
70004 Remodeling of Facilities	613,198			
	695,907	1,510,862	1,620,862	110,000

Municipal Building Maintenance Fund

534PW33A (Cont.)

CONTRIBUTIONS TO OTHER FUNDS

85101.0001 Contribution to General Fund	\$	20,920
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PROGRAM TOTAL

\$	2,398,805	\$ 3,099,220	\$ 3,258,382	\$	159,162
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Communication Equipment Replacement Fund

This Fund provides for the maintenance, operation, and replacement of communications equipment, such as telephones, radios, etc. The Fund also provides support for public address and video casting systems. The departments are billed for these services in the Communication Rental (62485) accounts. The Burbank Water & Power Department administers this Fund.

FUND SUMMARY

	EXPENDITURES FY 2007-08	BUDGET FY 2008-09	BUDGET FY 2009-10	CHANGE FROM PRIOR YEAR
Staff Years	6.000	6.000	6.000	
Salaries & Benefits	\$ 779,544	\$ 733,979	\$ 962,003	\$ 228,024
Materials, Supplies, Services	1,697,433	2,068,853	2,512,279	443,426
Capital Outlay	967,339	1,298,150	479,000	(819,150)
Contributions to Other Funds		216,414		(216,414)
TOTAL	<u>\$ 3,444,316</u>	<u>\$ 4,317,396</u>	<u>\$ 3,953,282</u>	<u>\$ (364,114)</u>

Communication Equipment Replacement Fund

Telephone System

535PS71A-B

This program provides the maintenance, operation and replacement of the City's telephone system.

		EXPENDITURES FY 2007-08	BUDGET FY 2008-09	BUDGET FY 2009-10	CHANGE FROM PRIOR YEAR
STAFF YEARS		0.700	0.700	0.700	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 73,613	\$ 72,754	\$ 122,081	\$ 49,327
60006	Overtime	4,973	8,500	50,000	41,500
60012	Fringe Benefits	27,848	27,061	46,683	19,622
60013	Fringe Benefits - Overtime Meals	11			
60023	Uniform & Tool Allowance	256			
		106,701	108,315	218,764	110,449
MATERIALS, SUPPLIES, SERVICES					
62000	Utilities	\$ 354,978	\$ 510,000	\$ 560,000	\$ 50,000
62170	Private Contractual Services	4,944	13,500	183,500	170,000
62225	Custodial Services	10			
62300	Special Departmental Supplies	384	5,000	5,000	
62310	Office Supplies		650	650	
62315	Radio Supplies & Maintenance	580			
62320	Telephone Supplies & Maint	15,301	20,000	20,000	
62330	Radio Batteries	5,800			
62400	Telephone Supplies Handling		2,000	2,000	
62405	Uniform & Tool Allowance		1,000	1,000	
62420	Books & Periodicals		200	200	
62430	Auto Equipment Maintenance	369			
62465	Building Rentals		15,000	15,000	
62475	F532 Vehicle Equipment Rental	5,326			
62485	F535 Comm Equip Rental	2,865	21,379	18,063	(3,316)
62496	F537 Computer Equip Rental		1,093	2,013	920
62755	Training	1,112	4,190	8,373	4,183
62895	Miscellaneous	101	1,000		(1,000)
63005	Depreciation - Building	19,695			
63015	Depreciation - Machinery	27,849			
63035	Depreciation - Vehicle	3,556			
63040	Depreciation - Comp.	2,883			
63047	Depreciation - Telephone	1,097	105,000	108,150	3,150
63131.1000	Overhead Recovery - Fleet	3,396			
63131.1002	Overhead Recovery - Warehouse	(499)			
63310	Inventory Overhead	152			
		449,899	700,012	923,949	223,937
CAPITAL OUTLAY					
15022.17626	Comm Shop Tenant Improvemnts	\$ 2,036			
15141	Telephone System-Clearing		1,200,000	300,000	(900,000)
70009	Office Equipment	795			
		2,831	1,200,000	300,000	(900,000)
PROGRAM TOTAL		\$ 559,431	\$2,008,327	\$ 1,442,713	\$ (565,614)

Communication Equipment Replacement Fund

Radio System

535PS72A-B

This program provides the maintenance, operation and replacement of the City's UHF Radio system.

		EXPENDITURES FY 2007-08	BUDGET FY 2008-09	BUDGET FY 2009-10	CHANGE FROM PRIOR YEAR
STAFF YEARS		5.300	5.300	5.300	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 429,252	\$ 430,485	\$ 520,974	\$ 90,489
60006	Overtime	46,453	16,500	20,000	3,500
60012	Fringe Benefits	191,026	178,679	202,265	23,586
60013	Fringe Benefits - Overtime Meals	25			
60015	Wellness Program	473			
60023	Uniform & Tool Allowance	5,477			
60031	Payroll Adjustment	137			
		672,843	625,664	743,239	117,575
MATERIALS, SUPPLIES, SERVICES					
62000	Utilities	\$ 42,237	\$ 52,000	\$ 52,000	
62085	Other Professional Services	375	11,000	11,000	
62170	Private Contractual Services	127,949	246,200	246,200	
62220	Insurance	3,390	3,390	3,791	401
62225	Custodial Services	154			
62300	Special Departmental Supplies	19,051	10,000	20,000	10,000
62310	Office Supplies	3,051	650	650	
62315	Radio Supplies & Maintenance	55,480	81,000	84,000	3,000
62316	Software & Hardware	664			
62320	Telephone Supplies & Maint	133			
62330	Radio Batteries	15,557	49,000	54,000	5,000
62395	Radio Supplies Handling	86	6,000	6,000	
62405	Uniform & Tool Allowance		4,000	4,000	
62420	Books & Periodicals		300	300	
62435	General Equip Maint & Repairs	4,519	10,000	10,000	
62450	Build Grounds Maint & Repairs	733	5,000	5,000	
62465	Building Rental		35,000	35,000	
62475	F532 Vehicle Equipment Rental	13,259	5,326		(5,326)
62485	F535 Comm Equip Rental	17,601			
62496	F537 Computer Equip Rental			1,514	1,514
62700	Memberships & Dues	660	805	805	
62710	Travel	3,523	5,928	5,928	
62755	Training	15,868	12,142	12,142	
62895	Miscellaneous	3,779	1,100	1,100	
63046	Depreciation - Radio	919,127	830,000	1,034,900	204,900
63310	Inventory Overhead	338			
		1,247,534	1,368,841	1,588,330	219,489
CAPITAL OUTLAY					
15022.17626	Comm Shop Tenant Improvemnts	\$ 964,508			
15041	Machinery & Equipment Clearing		10,000		(10,000)
15141	Radio-Clearing		40,000	179,000	139,000
70009	Office Equipment		48,150		(48,150)
		964,508	98,150	179,000	80,850
CONTRIBUTIONS TO OTHER FUNDS					
70023.0537	Contribution to Fund 537		\$ 216,414		\$ (216,414)
			216,414		(216,414)
PROGRAM TOTAL		\$ 2,884,885	\$2,309,069	\$ 2,510,569	\$ 201,500

Computer Equipment Replacement Fund

537IT01-05A

This Fund supports the maintenance, replacement and upgrade of existing and new computer and network equipment as well as software. These activities are coordinated through the Information Technology Department. OPERATIONS provides for the replacement of personal computers and peripheral equipment, other hardware and software needs. NETWORKING provides for the network infrastructure. ORACLE provides for the financials (including budget and payroll), human resources, and work order/asset management systems.

FUND SUMMARY

	EXPENDITURES 2007-08	BUDGET 2008-09	BUDGET 2009-10	CHANGE FROM PRIOR YEAR
Materials, Supplies, Services	\$ 1,848,517	\$ 1,905,890	\$ 1,837,155	\$ (68,735)
Capital Outlay		263,004	24,000	(239,004)
Contributions to Other Funds	52,277			
TOTAL	\$ 1,900,794	\$ 2,168,894	\$ 1,861,155	\$ (307,739)

Operations

537IT01A

	EXPENDITURES FY 2007-08	BUDGET FY 2008-09	BUDGET FY 2009-10	CHANGE FROM PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES				
62170 Private Contractual Services	\$ 25,000	\$ 21,700		\$ (21,700)
62240 Services of Other Dept-Direct	89,586	98,355	104,015	5,660
62440 Office Equip Maint & Repairs	300,031	295,000	250,000	(45,000)
63040 Depreciation - Comps./Software	162,824	295,120	357,522	62,402
63050 Non-Capitalized Assets - PCs	526,152	375,000	215,000	(160,000)
	1,103,593	1,085,175	926,537	(158,638)
CAPITAL OUTLAY				
15111 Computers & Software-Clearing		\$ 12,000		\$ (12,000)
		12,000		(12,000)
PROGRAM TOTAL	\$ 1,103,593	\$ 1,097,175	\$ 926,537	\$ (170,638)

Computer Equipment Replacement Fund Networking

537IT02A

		EXPENDITURES FY 2007-08	BUDGET FY 2008-09	BUDGET FY 2009-10	CHANGE FROM PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES					
62170	Private Contractual Services	\$ 11,562	\$ 36,000		\$ (36,000)
62316	Software and hardware	82,165			
62440	Office Equip Maint & Repairs	196,332	300,000	300,000	
63040	Depreciation - Comps./Software	84,986			
63050	Non-capitalized assets	3,941	50,000	50,000	
		378,986	386,000	350,000	(36,000)
CAPITAL OUTLAY					
15111	Computers & Software-Clearing		\$ 136,000	\$ 10,000	\$ (126,000)
			136,000	10,000	(126,000)
PROGRAM TOTAL		\$ 378,986	\$ 522,000	\$ 360,000	\$ (162,000)

Geographic information Systems (GIS)

537IT03A

		EXPENDITURES FY 2007-08	BUDGET FY 2008-09	BUDGET FY 2009-10	CHANGE FROM PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES					
62170	Private Contractual Services	\$ 33,267		\$ 58,000	\$ 58,000
62440	Office Equip Maint & Repairs	12,034	7,500	7,500	
63040	Depreciation - Comps./Software	4,679			
63050	Non-capitalized assets	11,241			
		61,221	7,500	65,500	58,000
CAPITAL OUTLAY					
15111	Computers & Software-Clearing		\$ 13,000		\$ (13,000)
			13,000		(13,000)
PROGRAM TOTAL		\$ 61,221	\$ 20,500	\$ 65,500	\$ 45,000

Oracle

537IT04A

		EXPENDITURES FY 2007-08	BUDGET FY 2008-09	BUDGET FY 2009-10	CHANGE FROM PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES					
62170	Other Professional Services	\$ 49,312		\$ 10,000	\$ 10,000
62440	Office Equip Maint & Repairs	85,395	250,000	250,000	
62755	Training	26,725			
63040	Depreciation - Comps./Software	13,765			
		175,197	250,000	260,000	10,000
PROGRAM TOTAL		\$ 175,197	\$ 250,000	\$ 260,000	\$ 10,000

Computer Equipment Replacement Fund

Document Imaging

537IT05A

	EXPENDITURES FY 2007-08	BUDGET FY 2008-09	BUDGET FY 2009-10	CHANGE FROM PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES				
62440 Office Equip Maint & Repairs	\$ 20,921	\$ 35,000	\$ 35,000	
63040 Depreciation - Comps./Software	2,560			
	23,481	35,000	35,000	
PROGRAM TOTAL	\$ 23,481	\$ 35,000	\$ 35,000	

Computer Equipment Replacement Fund

This section contains items that are budgeted within multiple departmental cost centers contained in this fund.

	EXPENDITURES FY 2007-08	BUDGET FY 2008-09	BUDGET FY 2009-10	CHANGE FROM PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES				
CD26A.6244C Office Equipment Maint. & Repair			\$ 8,730	\$ 8,730
CD41A.62440 Office Equipment Maint. & Repair	65,588	77,775	107,865	30,090
FD01A.62440 Office Equipment Maint. & Repair		1,500	10,892	9,392
FD04A.62440 Software & Hardware	9,100	10,290	10,290	
PD01A.62440 Office Equipment Maint. & Repair	16,498	45,000	45,000	
PD04A.62440 Office Equipment Maint. & Repair	5,760	7,650	8,021	371
PR32A.62440 Office Equipment Maint. & Repair			9,320	9,320
PW21A.62440 Office Equipment Maint. & Repair	4,410			
FD02A.63050 Non Capitalized Assets	4,683			
	106,039	142,215	200,118	57,903
CAPITAL OUTLAY				
LB01A.15111 Computers & Software-Clearing			\$ 7,000	\$ 7,000
PR32A.15111 Computers & Software-Clearing			7,000	7,000
FD02A.15111 Computers & Software-Clearing		12,000		(12,000)
FD04A.15111 Computers & Software-Clearing		12,000		(12,000)
15112.15788 Police Safety Suite Project		78,004		(78,004)
		102,004	14,000	(88,004)
CONTRIBUTIONS TO OTHER FUNDS				
85101.0001 Contribution to General Fund	\$ 2,479			
85101.0117 Contribution to Fund 117	38,268			
85101.0496 Contribution to Fund 496	10,089			
85101.0497 Contribution to Fund 497	1,441			
	52,277			
PROGRAM TOTAL	\$ 158,316	\$ 244,219	\$ 214,118	\$ (30,101)

VEHICLE EQUIPMENT REPLACEMENT FUND

AUTHORIZED POSITIONS

CLASSIFICATION TITLES Full Time	STAFF YEARS 2007-08	STAFF YEARS 2008-09	STAFF YEARS 2009-10	CHANGE FROM PRIOR YEAR
FLEET SUPT	1.000	1.000	1.000	
FLEET SERVICES SUPV	0.000	0.000	1.000	1.000
SR FLEET MAINT. TECH	0.000	0.000	4.000	4.000
EQUIP MAINT SUPV	1.000	1.000		-1.000
SR EQUIPMENT MECH	5.000	5.000		-5.000
WELDER	1.000	1.000	1.000	
FLEET MAINT. TECH	0.000	0.000	10.000	10.000
EQUIP MECHANIC	10.000	10.000		-10.000
TIRE MAINT WKR			1.000	1.000
TIRE REPAIRER	1.000	1.000	0.000	-1.000
TOTAL FULL TIME	19.000 (19)	19.000 (19)	18.000 (18)	-1.000
Part Time	*	*	*	
SKILLED WORKER	0.500 (1)	0.500 (1)	0.500 (1)	
TOTAL PART TIME	0.500	0.500	0.500	
TOTAL STAFF YEARS	19.500 (20)	19.500 (20)	18.500 (19)	-1.000

* INDICATES THE NUMBER OF PERSONNEL CORRESPONDING TO THE GIVEN NUMBER OF STAFF YEARS

NOTE: Skilled Worker position is a full-time position split equally between Funds 498 and 532.

MUNICIPAL BUILDING REPLACEMENT FUND

AUTHORIZED POSITIONS

CLASSIFICATION TITLES Full Time	STAFF YEARS 2007-08	STAFF YEARS 2008-09	STAFF YEARS 2009-10	CHANGE FROM PRIOR YEAR
UTILITY WORKER	1.000	1.000	1.000	
TOTAL FULL TIME	1.000	1.000	1.000	
	*	*	*	
TOTAL STAFF YEARS	1.000 (1)	1.000 (1)	1.000 (1)	

* INDICATES THE NUMBER OF PERSONNEL CORRESPONDING TO THE GIVEN NUMBER OF STAFF YEARS

COMMUNICATIONS EQUIPMENT REPLACEMENT FUND

AUTHORIZED POSITIONS

CLASSIFICATION TITLES Full Time	STAFF YEARS 2007-08		STAFF YEARS 2008-09		STAFF YEARS 2009-10		CHANGE FROM PRIOR YEAR
MANAGER COMM SYSTEMS	1.000		1.000		1.000		
COMM TECHNICIAN SUPV	1.000		1.000		1.000		
SR COMM TECHNICIAN	1.000		1.000		1.000		
COMM TECHNICIAN	3.000		3.000		3.000		
TOTAL FULL TIME	6.000	(6)	6.000	(6)	6.000	(6)	
TOTAL STAFF YEARS	6.000	(6)	6.000	(6)	6.000	(6)	

* INDICATES THE NUMBER OF PERSONNEL CORRESPONDING TO THE GIVEN NUMBER OF STAFF YEARS

COMMUNICATIONS FUND (535) AUTHORIZED POSITIONS ARE ALSO LISTED IN BWP AUTHORIZED POSITIONS.